



PAROLE AGENT II, ADULT PAROLE (SPECIALIST)
PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

Final Filing Date: APRIL 22, 2016

PROMOTIONAL

**AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) **excluding** California
Prison Industry Authority (CALPIA)

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with CDCR OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Criminal Record Supplemental Questionnaire

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or In person at:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N
(916) 322-2545

Effective June 25, 2010, the Examination Application (Std. Form 678) was revised eliminating questions 10 and 11. For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (Std. Form 678).

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of **8:00 a.m. and 5:00 p.m.**, Monday through Friday, on or before the final filing date to the street address listed above.

Examination Applications and the Criminal Record Supplemental Questionnaires are available at CDCR's internet website at http://www.cdcr.ca.gov/Career_Opportunities/index.html or in person at the address listed above.

If you meet the entrance requirements for **PAROLE AGENT II, ADULT PAROLE (SPECIALIST) and PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS

April 22, 2016, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE

The written test date will be **August 20, 2016.**

SALARY RANGE(S)

As of: December 31, 2015

PAROLE AGENT II, ADULT PAROLE (SPECIALIST)

Range A: \$6,953 - \$8,784

Range J: \$7,301 - \$9,223

PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

PAROLE AGENT
\$7,474 - \$9,443

MINIMUM QUALIFICATIONS

BOTH CLASSIFICATIONS

Either I

Either
One year of experience in the California state service performing correctional casework duties in a class with a level of responsibility equivalent to that of Parole Agent I, Adult Parole.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Or II

Experience: In a California state adult correctional institution either:
1. One year performing the duties of a Correctional Program Supervisor III; or
2. Two years performing the duties of a Correctional Program Supervisor II.

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)

Or III

Experience: Two years of experience in supervising a caseload of individuals in one or a combination of the following fields:
1. Probation or parole; or
2. Social casework or rehabilitation counseling; or
3. Medical, psychiatric, or correctional casework involving persons with criminal offense backgrounds.

(Completion of one year of graduate training in a recognized school in a field of social work, criminology, sociology, correctional science, administration of justice, or other related field may be substituted for one year of the required experience.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Special Personal Characteristics: Demonstrated interest in and enthusiasm for working with parolees/releasees/inmates; ability to inspire the respect and confidence of community agencies, law enforcement personnel, adult parolees/releasees/inmates and their relatives and friends; willingness to travel throughout the State and perform work requiring some evening hours and a willingness to respond to emergencies at any time; tact; emotional stability; normal or corrected to normal hearing, not less than 15/15 acuity; physical ability to effectively carry out the duties and responsibilities of the position.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSIFICATIONS

A. Knowledge of:

1. Purposes, organization, and functions of the adult paroling authorities and the Division of Adult Parole Operations.
2. Principles, techniques, and trends in parole and correctional casework.
3. Methods used and problems involved in the supervision, control, and rehabilitation of parolees/releasees/inmates.
4. Laws pertaining to prisons, probation, and parole.
5. Principles and methods of making investigations and obtaining evidence.
6. Laws of arrest, rules of evidence, and court procedure.
7. Organizations, facilities, and services of public and private welfare and employment agencies available to parolees/releasees.
8. Functions and procedures of State, county, and municipal law enforcement agencies.
9. Employment conditions and opportunities in California and facilities available for instruction, training, and placement of parolees/releasees/inmates.
10. Firearms policies and methods of handling safety equipment.
11. Interstate Probation and Parole Compact.
12. Vocational and educational counseling.

ADDITIONAL KNOWLEDGES FOR PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)

13. Principles of supervision and training.
14. The Department's Equal Employment Opportunity (EEO) Program objectives.
15. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.
16. The collective bargaining process.

BOTH CLASSIFICATIONS

B. Ability to:

1. Secure the cooperation of individuals and agencies interested in placement and parole work.
2. Analyze situations accurately and adopt an effective course of action.
3. Dictate correspondence and prepare reports.
4. Communicate effectively both verbally and in writing.

EXAMINATION
PLAN
(CONTINUED)

ADDITIONAL ABILITIES FOR PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)
5. Plan, organize, and direct the work of others.
6. Effectively contribute to the Department's EEO objectives.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for CDCR. The lists will be abolished **12** months after establishment unless the needs of the service and conditions of the lists warrant a change in this period. For each classification listed above, a separate eligible list will be established.

POSITION
DESCRIPTION AND
LOCATION(S)

PAROLE AGENT II, ADULT PAROLE (SPECIALIST)
Under direction, as a specialist in the State adult parole program they perform duties in the supervision of inmates/parolees in the specialized reentry program; or as a non-case carrying specialist to perform duties for major program functions; and to do other related duties.

PAROLE AGENT II, ADULT PAROLE (SUPERVISOR)
Under direction as a working second line supervisor in the State adult parole program, to function as a case carrier or a supervisor of a sub-unit office in remote or isolated areas, responsible for a subordinate staff of parole agents and office staff; and to do other related duties.

Positions exist throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS'
PREFERENCE/
CAREER CREDITS

Veterans' Preference and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

SPECIAL REQUIREMENTS (CONTINUED)

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for CDCR’s employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS